

## Update

Ministry

Indigenous Relations

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Systems & Research Officer

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

## Job Purpose and Organizational Context

Why the job exists:

The Systems and Research Officer develops and maintains the information management system for MSAT, including development and maintenance of MSAT's "Access" information framework. This position provides research and investigative support for the MSAT team to prepare for meetings in the Metis Settlements, hearings and reporting processes. You will play a key role in communicating with affected parties within the Metis Settlements, MSAT staff and Tribunal Board members to schedule meetings and hearings in a timely manner. This position maintains detailed files, compiles statistics for quarterly and annual reports, summarizes Alberta Court of Appeal decisions and prepares correspondence in relation to Appeal Tribunal proceedings.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

### A) Systems/Database Management

- The SRO is responsible for ensuring MSAT's database management system is up to date, comprehensive, and easy to use.
- In addition to managing the overall system, the SRO will open and close appeal and other MSAT files.
- The SRO will ensure all Accord legislation (Statutes, MSGC Policies, By-laws, and regulations) are kept up-to-date and will notify staff and Board members and new Accord legislation emerges.
- The SRO will provide summaries concerning specific and general file activity for use in reports to the Board, and quarterly and annual reports, or as otherwise directed by the Tribunal Secretary.
- Respond to clients' requests for information in a format suitable to their request/needs and in a manner consistent with existing freedom and information and privacy legislation.

### B) Communication

- The SRO acts as the hub for coordinating the release of information (including draft and final hearing packages and orders).
- The SRO is responsible for working with affected parties and MSAT staff and Board members on scheduling meetings, hearings and mediations, and for notifying all affected parties/staff/Board members of these events in a timely manner and in accordance with MSAT's Rules and Procedures.
- The SRO will communicate directly with MSGC, Settlement administration, affected parties and others in setting dates for MSAT business.
- The SRO will take minutes at MSAT Board meetings and make those minutes available for review by the Tribunal Secretary and Tribunal Chair before the next Board meeting.
- The SRO will act as MSAT's representative in such processes as the Land Administrators Group, and other processes as directed by the Tribunal Secretary.
- The SRO will organize Settlement tours, develop presentations to settlement school students, and liaise with other Aboriginal organizations to promote awareness of MSAT's roles and mandate.
- Ensures MSAT Orders are properly formatted, signed, dated and sealed, and sufficient copies of the Order are disseminated to the appropriate parties and other interested groups in a timely manner.

### C) Research

- The SRO will conduct research --on his or her own initiative and as directed by MSAT staff and Board members --necessary to promote fair and effective resolution of disputes, or necessary for the management of MSAT's affairs.
- In particular, the SRO will work directly with the Tribunal Secretary and senior Dispute Resolution Officers to address research and other information needs named by the senior Officers. (In particular, this involves assisting senior investigative officers in preparing hearing notices and hearing packages by researching, documenting, compiling and providing quality control checks on all relevant documents. These documents come from various sources, including the *Metis Settlements Act*, the Metis Settlements General Council Policies, Settlement By laws, the Metis Settlements Land Registry

and any other relevant information submitted by the Settlement offices and the parties involved). This, and other duties, will require that the SRO accompany senior staff to the Metis Settlements from time-to-time.

- The SRO will also prepare correspondence and reply to inquiries on the status of appeals and liaise with external clients, such as Metis Settlement offices, Settlement members, and oil and gas companies concerning the general information and documentation requirements of the Tribunal.
- Time permitting, the SRO will summarize and make available decisions from the Alberta Court of Appeal, or other Courts, impacting on MSAT's decision-making processes.

#### **D) Other Matters:**

The SRO will take on other duties as assigned by the Tribunal Secretary providing those duties are consistent with the purpose and scope as set out above

### **Problem Solving**

Typical problems solved:

Information/Systems development and management and research/quality control are critical to MSAT's internal and external functions. MSAT Board members and staff require data management systems that provide timely and accurate accounting of necessary information. MSAT's stakeholders must be satisfied that MSAT's information management systems are secure, credible, and useful. The same applies to the research that MSAT does. It must be seen as being fair, relevant, comprehensive, and timely.

Types of guidance available for problem solving:

The SRO reports to the Tribunal Secretary who will provide guidance for problem solving. The SRO will also work directly with all Dispute Resolution Officers who will provide mentor ship and guidance for dealing with appeal files.

Direct or indirect impacts of decisions:

### **Key Relationships**

Major stakeholders and purpose of interactions:

SRO will be required to contact a range of stakeholders to keep them informed of MSAT business. This job also requires superior research and analytical skills, excellent communication skills (verbal and written). This role requires a person with good interpersonal skills who can deal with Metis Settlement members, industry, and government representatives while remaining professional and diplomatic.

Outside contacts:

1. Oil and Gas stakeholder- acknowledge and/or clarify applications for right-of-entry order amendments submitted to MSAT; to inform them of requirements in processing their application (e.g., providing them with necessary forms to complete); to give updates on the development of their applications.
2. Metis Settlement Office staff, Metis Settlements General Council staff and solicitors/lawyers acting on behalf of the Settlement Office - to give updates on the development of REO amendments, if requested.
3. Metis Settlement Land Registry - to inquire or seek clarification on the status of an interest if such is not available in the networked TMS database.
4. Settlement members and public - if the Tribunal Secretary or the senior investigative officers are not available, to answer general inquiries on MSAT appeal processes and the processing of surface right order amendment.

### **Required Education, Experience and Technical Competencies**

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)			

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

Comprehensive computer skills including internet research, Microsoft Office applications including Word, Access, Excel, PowerPoint and Outlook

Excellent oral and written communication skills, multi-tasking skills, research and analytical skills, good interpersonal skills with the ability to build relationships with stakeholders.

Need to possess strong organization skills, an ability to work independently, be detailed-oriented and be a strong team player.

Community outreach plays an important role in the Appeal Tribunal's dispute resolution activities. By going out to the Metis Settlements and meeting with Settlement members and elected officials, the Appeal Tribunal ensures that those who rely on its services have a better understanding of its functions and processes. The SRO will be a part of this outreach and travel to the communities to assist MSAT staff in providing presentations to settlement members, schools and Settlement Councils

## Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Works in a changing environment and takes initiative to change:</b> <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Focuses on continuous improvement and increasing breadth of insight:</b> <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Works to exceed goals and partner with others to achieve objectives:</b> <ul style="list-style-type: none"> <li>• Plans based on past experience</li> </ul>	

		<ul style="list-style-type: none"> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Facilitates open communication and leverages team skill: <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works on maintaining close relations with all stakeholders: <ul style="list-style-type: none"> <li>• Identifies key stakeholder relationships</li> <li>• Has contact with range of interested parties</li> <li>• Actively incorporates needs of a broader group</li> <li>• Influences others through communication techniques</li> </ul>	

## Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)